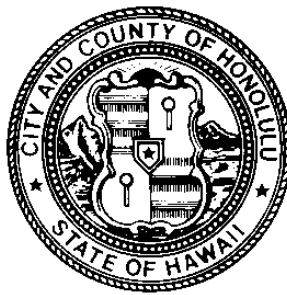


**GENERAL SAFETY  
TAILGATE LESSON PLAN**

# **Safety Tips On Shoveling**



CITY AND COUNTY OF HONOLULU  
DEPARTMENT OF HUMAN RESOURCES  
Division of Industrial Safety and Workers' Compensation

TO: SUPERVISORS

FROM: INDUSTRIAL SAFETY BRANCH

The following information has been prepared for tailgate sessions with your employees. Please discuss this topic with each of your workers within two weeks from the date you receive this. Keep this instruction sheet for future sessions and as reference material. Also keep a record of your employees who have received this tailgate lesson.

### **SAFETY TIPS**

Shovel blade edges should be kept trimmed and handles checked for splinters. Before shoveling, be sure to wear proper work gloves, work shoes with sturdy soles and other personal protective equipment, if necessary. Shoveling tasks should be performed as follows:

1. Be sure to keep a safe distance from other employees while shoveling.
2. Keep your feet well separated for good balance. Always keep your knees flexed.
3. Use the proper type of shovel for the task:
  - A. Short handle shovels are used for spreading or laying asphalt, dirt, etc. Hold this shovel with one hand close to the load for proper balance and to reduce stress on your back.
  - B. Long handle, pointed shovels are used for digging. This shovel should also be held close to the load when carrying material.
4. Load your shovel sparingly on your first load and gradually increase your next load size until you reach the capacity, which you can handle in a safe and efficient manner.

5. Bend your knees but not your back while shoveling. Knees should be flexed so that your leg muscles take much of the load.
6. Keep your arms and elbows close to your body while handling loads. This move will set your body in balance and in a power position.
7. Never twist your body when spreading or laying asphalt, dirt, materials, etc. Twisting will only increase the risk of an injury. Always turn your forward foot and body in the direction you will spread or lay the material.
8. For digging, use the ball of your foot (not the arch) to press the shovel into dirt, asphalt, gravel, etc. If the instep/arch is used and the foot slips off the shovel, the sharp corner of the shovel may cut through your shoe and into your foot or leg.
9. When shoveling wet, sticky or hard-packed materials, be sure to loosen the material before lifting your load. Do not jerk your load when lifting.
10. For road repair work:
  - A. Do not overextend your arms and shoulders to load your shovel.
  - B. Step away from the truck or any object before tossing or laying material from your shovel.
  - C. Do not flip or toss material over your shoulder.
  - D. Turn your feet and body toward where you want to toss or lay your load.

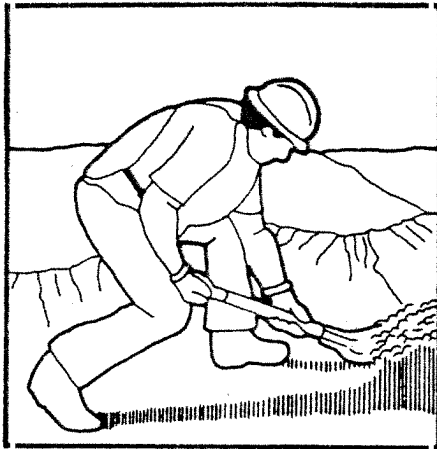
Remember not to twist!

Never use shovels as a pry bar or hammer. Applying water, grease or wax on the shovel blade will help to prevent materials from sticking.

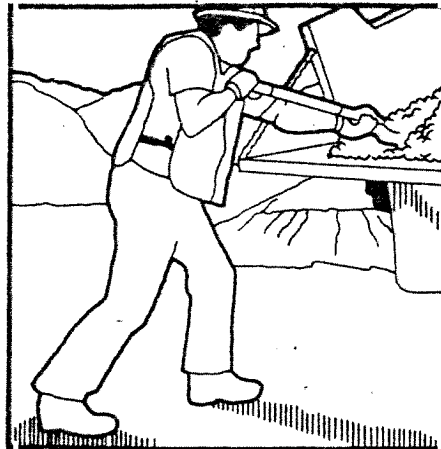
Wash and store shovels against walls or on designated racks.

**FOR SHOVELING TASKS, APPLY SAFE LIFTING METHODS AND AVOID TWISTING.**

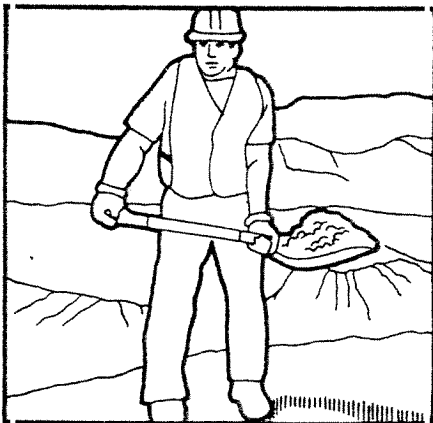
## SAFETY TIPS ON SHOVELING



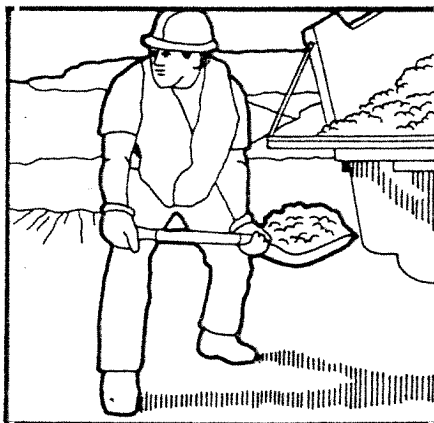
***Feet separated for good balance. Bend knees, not your back.***



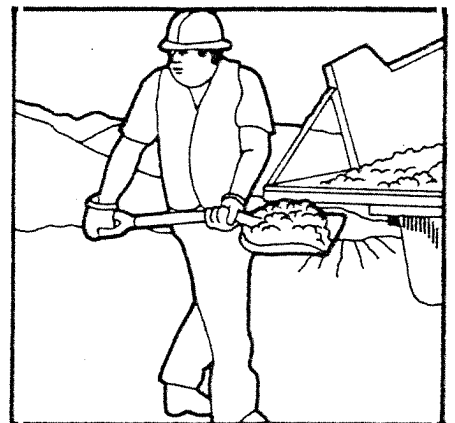
***Knees flexed, bend knees, not your back. Avoid overextending arms and shoulders.***



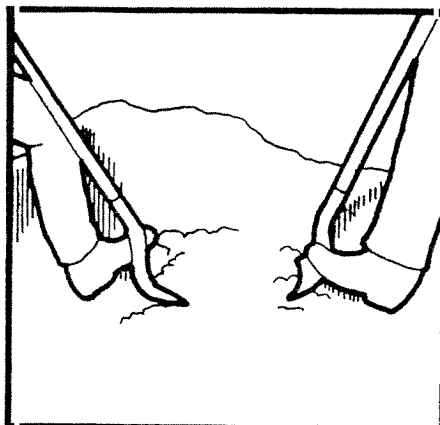
***Keep load close to your body. Hold shovel close to the load. Knees flexed.***



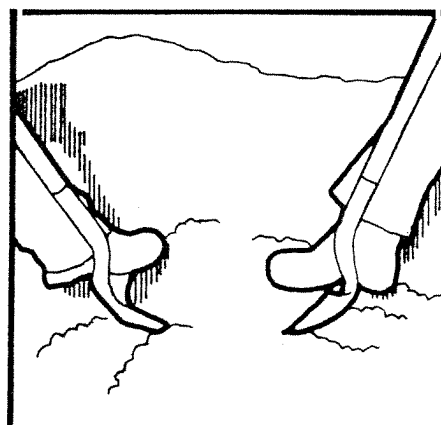
***TURN your foot and body in the direction you will spread or lay material.***



***DO NOT TWIST!***



***Use the ball of your foot for digging.***



***DO NOT USE THE INSTEP OR ARCH!***